

## VP of ADMINISTRATION Report – Summer-Sept 2018

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### MEETINGS AND EVENTS

- 6/14: BOD Secretary training (2 sessions, 4 hours by phone)
- 6/20-24: Attended National PTA Convention
- 6/26: Executive Committee meeting with Superintendent Smith
- 7/14: MDPTA Convention (boardsmanship/financial training)
- 8/8: Executive Committee meeting (by phone)
- 9/15: MCCPTA Fall Training (details below)

### ONGOING ACTIVITIES

- SOCA tracking, reporting, consulting and troubleshooting for locals
- BOE Candidate forum planning (Sept. 26)
- Summer Area meeting planning: confirming dates, advising and consulting with Area VPs on format, attendees and topics
- Executive Committee support: finding committee chairs and county board representatives, assisting with agenda developments and minutes review, update on various issues (area meetings, etc.).
- Confirm room reservations for Executive Committee, BOD and DA with MCPS and ICB
- Email/online storage management: Assigning and re-assigning accounts, resetting passwords, troubleshooting connection issues, storing documents
- Promote and monitor Facebook Workplace invitations and accounts
- Board training requirement: tracking and following up to ensure members meet 10/1 deadline.
- National Center for Family Engagement fellowship: planning meetings, connect with locals PTAs seeking best practices to highlight from Montgomery County

### COMMITTEE OVERSIGHT

- All: Solicited, track and store committee work plans.
- **Bylaws:** Reviewed update options with bylaws chair,
- **Communications:** Responded to Bethesda Beat and other media requests. Monitored Blue Book registration with chair, and answered PTA questions. E-list management (invitations, accepting/troubleshooting requests for Board, Presidents, Delegates and Treasurer lists). Website updates and management
- **Training:** Created Fall training online signup, downloaded and created sign in lists, assisted with overall design and planning, conducted Family Engagement workshop and SOCA Help Desk
- **Nominating:** Created leadership development plan, discussed with AVPs

### SOCA UPDATE

- 7/31/18 report shared with all AVPs and CCs. 80% have not returned status reports.

- 25 / 195 PTAs are fully compliant
- 2 PTAs have lost IRS nonprofit status and will need to re-organize (Broad Acres and Brookhaven)
- 2 PTAs that previously lost status have reorganized in the last year (Galway and Neelsville)
- 1 new PTA formed: Bayard Rustin
- Daily clearing PTAs that sent documents but items remain outstanding on MDPTA's report
- New SOCA arrived today (9/17/18). Will review and share with AVPs/CCs ASAP.